DOCUMENT RESUME

ED 220 583 CE 032 528

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TITLE Articulated Instruction Objectives Guide for Accounting (Module 5.0--Accounting I) (Module 6.0--Accounting II). Project Period, March 1981-February 1982 (Pilot Model). Edition I.
INSTITUTION Greenville County School District, Greenville, S.C.; Greenville Technical Coll., S.C.
SPONS AGENCY South Carolina Appalachian Council of Governments, Greenville.
PUB DATE Feb 82
NOTE 100p.; For related documents see CE 032 524-530.

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS *Accounting; Articulation (Education); Bookkeeping; Budgeting; *Business Skills; *Competency Based Education; Computers; Data Processing; *Office Occupations Education; Postsecondary Education; Program Development; Program Implementation; Recordkeeping; Secondary Education; Vocational Education

ABSTRACT

Developed during a project designed to provide a continuous, competency-based line of vocational training in business and office education programs at the secondary and postsecondary levels, this package consists of an instructor's guide and learning modules for use in Accounting I and II. Various aspects of implementing and articulating secondary and postsecondary accounting courses are covered, including course content, performance standards, student-teacher agreements, suggested instructional times, tasks addressed in the courses, outcome-referenced measures, equipment needed, and references. Among those topics addressed in the 30 task sheets of the first module are principles of debit and credit, preparing schedules of accounts payable and accounts receivable, preparing income and capital statements, preparing accounting data for computer processing, tax returns, and journal entries. Dealt with in the 21 task sheets of the second module are similar but more advanced principles of accounting. Each task sheet contains some or all of the following: performance objectives, performance actions, suggested instruction times, performance standards, and related technical information. (MN)

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ARTICULATED INSTRUCTION OBJECTIVE GUIDE

FOR

ACCOUNTING

(MODULE 5.0 - ACCOUNTING I)
(MODULE 6.0 - ACCOUNTING II)

PROJECT PERIOD

March, 1981 - February, 1982

(Pilot Model)

PREPARED BY
OCCUPATIONAL EDUCATION ARTICULATION PROGRAM
TASK FORCE COMMITTEE ON BUSINESS AND OFFICE EDUCATION
REPRESENTING
THE SCHOOL DISTRICT OF GREENVILLE COUNTY
AND
GREENVILLE TECHNICAL COLLEGE
GREENVILLE, SOUTH CAROLINA

OCCUPATIONAL EDUCATION ARTICULATION PROJECT
FUNDED BY
SOUTH CAROLINA APPALACHIAN COUNCIL OF GOVERNMENTS

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FEBRUARY, 1982

EDITION I

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ACKNOWLEDGEMENTS

While this articulated, performance-based instruction objectives guide is the product of the work of all members of the Business and Office Education Task Force Committee and has been reviewed by Business and Office Education teachers in The School District of Greenville County, the following teachers initially were responsible for developing this guide: Miss Wylda Chandler, Mrs. Inez Posley Martin, Mrs. Betty Jo McWhite, Mrs. Rosemary Plumblee, Mrs. Ruby Slater, and Mrs. Leah Hamilton.

The cooperation of the Business and Office Education Office, Office of Vocational Education, South Carolina State Department of Education, is appreciated. The office allowed the Task Force Committee for Business and Office Education to review the 1981 drafts of proposed objectives for secondary level accounting curriculum guides that the State Office is developing.

The professional interest of Miss Joanne Montague of The School District of Greenville County in editing this guide is appreciated.

CONTENTS

Secondary Accounting I A-1

Secondary Accounting II A-2

Post-Secondary Accounting A-3

State Department of Education Descriptions A-5

Student-Teacher Agreement A-6

Suggested Instruction Time A-7

Task Listing A-10

Accounting I A-15
- Open Accounting System on New Business A-16
- Principles of Debit and Credit A-17
- Journalizing and Posting Business Transactions A-18
- Prepare a Trial Balance A-19
- Compute End-of-Fiscal Period Work A-20
- Close the Ledger A-21
- Journalizing Transactions for Merchandising Business in a Combination Journal A-22
- Prepare a Schedule of Accounts Receivable A-23
- Prepare a Schedule of Accounts Payable A-24
- Identify Endorsements A-25
- Write Checks A-26
- Make Bank Deposit A-27
- Reconcile a Bank Statement A-28
- Complete an Accounting Cycle-Simulation Exercise Part I . . . A-30
- Prepare Income Statements A-31
- Prepare Capital Statements A-32
- Prepare Report Form Balance Sheet A-34
- Complete an Accounting Cycle-Simulation Exercise Part II . . A-35
- Prepare Accounting Data for Computer Processing A-36
- Prepare Reconciliation Correction Sheets for Changes to Computer-Generated Reports A-37
- Recognize Computer Concepts A-38
- Data Processing - Terminology A-39
- Prepare Payroll Records A-40
- Prepare State Unemployment Tax Return A-42
- Prpare Employer's Annual Reconciliation Reports of Income Tax Withheld (Form W-3) A-43
- Prepare Employer's Quarterly Federal Tax Returns (Form 941) . A-44

Prepare Federal Tax Deposits A-46
Journal Entries in Purchases, Cash Payments, and General Four-Column Journal A-47
Journalize Entries in a Sales, Cash Receipts, and a Four-Column General Journal A-48
Maintain a Petty Cash Account A-49

Accounting II A-50

Student-Teacher Agreement A-51

Suggested Instruction Time A-52

Task Listing A-55

Accounting II A-59
Careers in Accounting Profession A-60
Review of Accounting Cycle A-61
Write Off Uncollectible Account - Direct Method A-62
Estimate Bad Debts by Aging Accounts Receivable A-63
Journalize Transactions Affecting Allowance for Uncollectible Accounts A-64
Figure Depreciation Using Three Common Methods A-65
Record Entries for Depreciation Expense and Disposing of Plant Assets A-67
Record Accounting Entries Pertaining to Notes and Interest A-68
Compute Accrued Income A-69
Record Entries Pertaining to Accrued Interest Expense . . . A-70
Accounting Procedures for a Partnership A-71
Business Simulation - Partnership A-72
Journalize and Post Departmental Purchases and Cash Payments A-73
Journalize and Post Departmental Sales and Cash Receipts A-74
Accounting for Inventory Control A-75
Record Accounting Entries Pertaining to Employee's Payroll A-76
Record Entries Pertaining to Employer's Payroll Tax A-77
Using a Voucher System A-78
Automated Accounting A-79
Corporation Accounting A-80
Business Simulation - Corporation A-81

Competency Testing A-82
Accounting I Tests A-84
Accounting II Tests A-85

Proficiency Report A-86

Equipment List A-92

Textbook References A-94

References A-95

ACCOUNTING

LEVEL: Secondary

TITLE: Accounting I

DESIGNATION: Accounting I **COMPUTER NUMBER:** 601

DESCRIPTION: Accounting I provides the student with a working knowledge of the basic principles, concepts, procedures, and language of elementary accounting necessary to cope successfully with new and developing techniques in accounting operations. Subject matter content involves the recording, classifying, summarizing, reporting, and interpreting of financial information. Emphasis is on accuracy and legibility. Skill and knowledge gained in Accounting I aid the student in understanding various office systems for recording financial information.

OBJECTIVES: The student will be able to use the vocabulary of elementary accounting, apply accounting principles to record financial transactions, demonstrate skill in posting procedures and prove accuracy of accounting records. The student will be able to analyze the need for accounting records and will exhibit good work habits.

PREREQUISITES: None.
Suggested Grade Levels: 11
Decision-making ability, aptitude for working with numbers, and ability to concentrate on details are attributes for achievement in the accounting program.

REQUIRED/SUGGESTED INSTRUCTIONAL HOURS:

System	Year		
Divisions	Class	Lab	Total
Credits	1		1
Hours	180		180

PERFORMANCE EVALUATIONS:

1. Minimum of 75 percent accuracy on a published or teacher prepared outcome reference test of basic principles, concepts, procedures, and language of elementary accounting.

2. Student projects will be graded for neatness and accuracy and will be completed within a reasonable amount of time.

3. A practice set will be completed and an audit test will be given to determine the accuracy of the set as well as the student's familiarity with the set.

4. Neatness, accuracy, and good work habits will be continually emphasized.

JOB QUALIFICATIONS: Accounting I is a foundation course. Potential opportunities are accounting clerk, junior accountant, payroll clerk, and teller positions and entry-level position in data processing. Students considering entering accounting related work should continue their training in Accounting II and at the post-secondary level.

WORKING CONDITIONS: Typically, there are regular hours in business or professional surroundings. Work in small offices may require additional clerical duties. Work may be with forms, books, ledgers, schedules, and various machines such as the adding machine and calculator.

TITLE: Accounting II

DESIGNATION: Accounting II COMPUTER NUMBER: 602

DESCRIPTION: Accounting II provides the student with an opportunity to expand the application of basic principles learned in the first-year accounting. The student's ability to interpret business records for efficient management is increased along with employment opportunities in the accounting field.

OBJECTIVES: After training the student will be able to explain and use basic accounting principles, interpret and relate each part of the accounting process to the complete system, explain skills and knowledge necessary for success in an entry-level accounting position, demonstrate skill in decision-making in relation to accounting records and information use basic accounting information for further study in accounting related fields or for advancement on the job.

PREREQUISITES: Accounting I
Suggested Grade Level: 12

REQUIRED/SUGGESTED INSTRUCTIONAL HOURS:

System	Year		
Divisions	Class	Lab	Total
Credits	1		1
Hours	180		180

PERFORMANCE EVALUATION:

1. Minimum of 75 percent accuracy on a published or teacher prepared outcome-reference test of basic principles, concepts, procedures, and language of elementary accounting.
2. Student projects will be graded for neatness and accuracy and will be completed within a reasonable amount of time.
3. A practice set will be completed and an audit test will be given to determine the accuracy of the set as well as the student's familiarity with the set.
4. Neatness, accuracy, and good work habits will be continually emphasized.

JOB QUALIFICATIONS: Upon mastery of objectives, the student will be prepared to enter entry level employment in an accounting related field or to meet the requirements for secretarial accounting for stenographic majors. Potential opportunties are as an accounting clerk, junior accountant, payroll clerk, or teller and entry-level positions in data processing.

WORKING CONDITIONS: Typically, there are regular hours in business or professional surroundings. Work in small offices may require additional clerical duties. Work may be with forms, books, ledgers, schedules, and various machines such as adding machines and calculators.

LEVEL: Post-Secondary

TITLE: Secretarial Accounting

DESIGNATION: Secretarial Accounting CODE: SSC 176

DESCRIPTION: Secretarial accounting deals with the compiliation and interpretation of financial records, checking the computations of others, preparing financial reports, and performing banking procedures. The student will be able to supply accounting data needed by internal and public accountants, tax officials, executives, and customers to keep operations running smoothly. The secretary will develop knowledge and understanding of basic accounting principles.

OBJECTIVES: Upon completing this course, the student will be able to maintain the basic financial records of a business office.

PREREQUISITES: None

REQUIRED/SUGGESTED INSTRUCTIONAL HOURS:

System	Quarter		
Divisions	Class	Lab	Total
Credits	4.5		4.5
Hours			

EXEMPTION TEST: A score of 90 or above must be made on the exemption test for Secretarial Accounting for student with previous training in accounting or bookkeeping at the secondary level. The test lasts approximately two hours. A $10.00 testing fee is charged.

JOB QUALIFICATIONS: The purpose of the course is to prepare the secretary for typical office accounting tasks a secretary might conduct. The course is a requirement for a Diploma in Secretarial Science.

ACCOUNTING I AND II
(Secondary Level)

Adopted from the Outline of High School Credit Courses by the South Carolina State Department of Education, (1980 Edition).

ACCOUNTING I

Description: Accounting I gives the student a working knowledge of the basic principles and languages of elementary accounting. Emphasis is given to accuracy and legibility. Skills and knowledge gained in this course aid the student in understanding various office systems for recording financial information.

At the end of study in Accounting I, the student will be able to:

1. Comprehend the vocabulary of elementary accounting
2. Use accounting principles to record financial transactions
3. Demonstrate skill in posting procedures
4. Prove the accuracy of accounting records
5. Exhibit good working habits
6. Analyzing the need for accounting records

ACCOUNTING II

Description: Accounting II provides the student with an opportunity to expand the application of basic principles learned in first-year accounting. The student's ability to interpret business records for efficient management is increased along with employment opportunities in the accounting field.

At the end of study in Accounting II, the student will be able to:

1. Explain and use basic accounting principles
2. Interpret and relate each part of the accounting process to the complete system
3. Explain skills and knowledge necessary for success in an entry-level accounting position
4. Demonstrate skill in decision-making in relation to accounting records and information
5. Use basic accounting information for further study in accounting fields or for advancement on the job

STUDENT-TEACHER AGREEMENT
FOR
PERFORMANCE-BASED LEARNING

DIRECTIONS: The student, after reviewing the objectives and standards for the course either individually or as a member of the class, will check the appropriate course title block, sign his/her name at the bottom of the page, and indicate the school and date. The student and instructor, by signing the agreement, indicate that they will abide by the stated objectives and standards of the course.

THIS STATEMENT CERTIFIES THAT I HAVE READ THE OBJECTIVES AND STANDARDS FOR:

( ) Typewriting I

( ) Typewriting II

( ) Shorthand I

( ) Shorthand II

( ) Accounting I

( ) Accounting II

( ) Office Procedures

( ) Other: _____

AND THAT I FULLY UNDERSTAND THE CONTENT OF THE OBJECTIVES, COURSE REQUIREMENTS, AND GRADING PROCEDURES.

STUDENT'S SIGNATURE _____

SCHOOL _____

DATE _____

INSTRUCTOR'S SIGNATURE _____

SUGGESTED INSTRUCTION TIME

ACCOUNTING I, MODULE 5.0

SUGGESTED INSTRUCTION TIME

MODULE 5.0, ACCOUNTING I

MODULE/TASK		SUGGESTED HOURS
5.01	Open Accounting System on New Business	10
5.02	Principles of Debit and Credit	10
5.03	Journalizing and Posting Business Transaction	5
5.04	Prepare a Trial Balance	3
5.05	Complete End-of-Fiscal Period Work	10
5.06	Close the Ledge	5
5.07	Journalizing Transactions for Merchandising Business in a Combination Journal	8
5.08	Prepare a Schedule of Accounts Receivable	2
5.09	Prepare a Schedule of Accounts Payable	2
5.10	Identify Endorsements	1
5.11	Write Checks	2
5.12	Make Bank Deposit	2
5.13	Reconile a Bank Statement	2
5.14	Complete an Accounting Cycle--Simulation Exercise Part I	10
5.15	Prepare Income Statement	2
5.16	Prepare Capital Statement	2
5.17	Prepare Report Form Balance Sheet	10
5.18	Complete an Accounting Cycle--Simulation Exercise Part II	10
5.19	Prepare Accounting Data for Computer Processing	5
5.20	Prepare Reconciliation Correction Sheets for Changes to Computer-Generated Reports	5
5.21	Recognize Computer Concepts	5

MODULE/TASK		SUGGESTED HOURS
5.22	Data Processing Terminology	1
5.23	Prepare Payroll Records	10
5.24	Prepare State Unemployment Tax Returns	10
5.25	Prepare Employer's Annual Reconciliation Reports of Income Tax Withheld (Form W-3)	10
5.26	Prepare Employer's Quarterly Federal Tax Returns (Form 941)	10
5.27	Prepare Federal Tax Deposit	10
5.28	Journal Entries in Purchases, Cash Payments, and Four-Column General Journal	10
5.29	Journalize Entries in a Sales, Cash Receipts, and a Four-Column General Journal	5
5.30	Maintain a Petty Cash Account	3
TOTAL INSTRUCTION TIME		180

TASK LISTING

ACCOUNTING I, MODULE 5.0

TASK LISTING
MODULE 5.0, ACCOUNTING I

MODULE/TASK	DESCRIPTION
5.01	(Open Accounting System on New Business) Given data on a new business and the necessary forms, prepare a chart of accounts, balance sheet, record opening entry in the journal, and post opening entry to the ledger without the aid of the textbook with 100 percent accuracy in calculations.
5.02	(Principles of Debit and Credit) Given ten transactions, correctly analyze each transaction into debit and credit parts and determine the effects on the balance of assets, liabilities, capital, revenue, and expense accounts with 90 percent accuracy.
5.03	(Journalizing and Posting Business Transactions) Given a cash journal and ledger accounts, record ten selected business transactions in the journal, prove the equality of debits and credits, prove cash, and post to the general ledger with 100 percent accuracy.
5.04	(Prepare a Trial Balance) Using a completed ledger, prepare a trial balance to prove the equality of debits and credits in the ledger with 100 percent accuracy.
5.05	(Complete End-of-Fiscal Period Work) Given ledger account balances, analysis paper, and forms for financial statements, correctly complete a six-column worksheet, prepare an income statement and a balance sheet, journalize and post the closing entries, and prepare a journal and post the closing entries, and prepare a post-closing trial balance with 100 percent accuracy in calculations.
5.06	(Close the Ledger) Given a ledger and a form for a post-closing trial balance, post-closing entries, rule and balance all accounts, and prepare a post-closing trial balance with 100 percent accuracy in calculation.
5.07	(Processing Transaction for Merchandising Business in a Combination Journal) Given a combination journal, a general ledger, subsidiary ledgers, and a one month's transaction, correctly journalize the transactions, total and rule the journal, post to the proper ledgers, and prepare a schedule of accounts receivable and a schedule of accounts payable with 100 percent accuracy in calculations.
5.08	(Prepare a Schedule of Accounts Receivable) Given an accounts receivable ledger and a general ledger for a given period, prepare a schedule of accounts receivable with the schedule total agreeing with the total of controlling accounts in the general ledger.

5.09 (Prepare a Schedule of Accounts Payable) Given an accounts payable ledger and a general ledger, recorded business transactions for a given period, and analysis paper, prepare a schedule of accounts payable. Total accounts payable in schedule must equal total accounts payable from the general ledger.

5.10 (Identify Endorsements) Provided four checks and information on how the checks will be cashed or deposited, endorse each check, using the blank, restrictive, specialized, or qualified type of endorsement, as appropriate for the situation. Each endorsement method must match the firm's requirements.

5.11 (Write Checks) Given check records, blank check forms, and five bills to be paid, complete the check records and write the checks. All items must be accurately and legibly completed on checks and check records for acceptable performance.

5.12 (Make Bank Deposit) Given a bank slip, five checks, and currency and coins (simulated money acceptable), prepare deposit slip and items for deposit with 100 percent accuracy.

5.13 (Reconcile a Bank Statement) Given a bank statement, cancelled checks, previous monthly bank reconciliation statement, check stubs or check register, cash ledger sheet, and record of deposit, reconcile the bank statement. The balance in the cash account and the reconciled statement must be in agreement and represent the actual cash balance.

5.14 (Complete an Accounting Cycle--Simulation Exercise Part I) Given a simulation of a merchandising business, complete the accounting cycle transactions for one month with 100 percent accuracy in calculation.

5.15 (Prepare Income Statements) Provided complete worksheet for a given period, prepare an income statement. The statement must contain the correct heading and listings with no mathematical errors.

5.16 (Prepare Capital Statements) Given a general ledger and worksheet with recorded data reflecting a period of business transactions and analysis paper, prepare a capital statement. There can be no transposition of amount columns; computations for beginning capital, net increase or decrease and total capital must be made without errors.

5.17 (Prepare Report Form Balance Sheet) Given a complete worksheet reflecting an accounting period of business and analysis paper, prepare a report form balance sheet. All sections must be entered correctly, all computations must be free of error, and the total amount of assets and the total amount of liabilities and proprietorship must balance on completion.

5.18 (Complete an Accounting Cycle--Simulation Exercise--Part II) Given the completed Part I of Simulation (see Task 5.14), complete adjusted worksheet, balance sheet, income statement, adjusting and closing entries, posting, and post-closing trial balance with 100 percent accuracy.

5.19 (Prepare Accounting Data for Computer Processing) Given a set of source documents and keypunch specifications, prepare cards for computer processing. Data must agree with source documents.

5.20 (Prepare Reconciliation Correction Sheets for Changes to Computer-Generated Reports) Given a computer-generated report with errors indicated and a correction form, prepare a correction sheet to include all corrected errors.

5.21 (Recognize Computer Concepts) Given a list of data processing machines, identify the use of each, verbally or by other means as directed by the teacher, with 100 percent accuracy in acceptable time limits as determined by problem complexity.

5.22 (Data Processing - Terminology) Given a list of 20 terms, 10 of which are related to data processing accounting and have spelling errors, demonstrate the ability to correctly identify, spell, and define those 10 related to data processing with an accuracy of 80 percent.

5.23 (Prepare Payroll Records) Given withholding tables, complete tables, complete time cards, payroll register, employees' payroll records, journal, and checkbook, prepare payroll records without errors in entries or computations issuing checks to employees.

5.24 (Prepare State Unemployment Tax Return) Given the employer's state unemployment tax liability and the appropriate form, prepare the state unemployment tax return with 100 percent accuracy on numerical data and in compliance with the state law.

5.25 (Prepare Employer's Annual Reconciliation Reports of Income Tax Withheld-Form W-3) Given the necessary completed withholding statement and necessary forms, complete the employer's annual reconciliation report of income tax withheld (W-3).

5.26 (Prepare Employer's Quarterly Federal Tax Returns--Form 941) Given an adding machine or calculator, the amounts of total wages, income tax withheld, the employer's FICA tax liability, the federal tax deposits (Form 510) for the period, and the employer's quarterly tax return with 100 percent accuracy on numerical data and no errors in entries and in compliance with the law.

5.27 (Prepare Federal Tax Deposits) Using the amounts of income tax withheld, the employer's FICA tax liability and unemployment tax liability, plus the appropriate forms, prepare federal

tax deposit with 100 percent accuracy on numerical data in compliance with the law.

5.28 (Journal Entries in Purchases, Cash Payments, and Four-Column General Journal) Given selected business transactions, analyze transactions and journalize entries into the appropriate journal.

5.29 (Journalize Entries in a Sales, Cash Receipts, and a Four-Column General Journal) Given selected transactions, analyze transactions and journalize entries into the appropriate journal.

5.30 (Maintain a Petty Cash Account) Given a check, journal, and ledger, write the check for cash, journalize the entry, and post the entry to the ledger to establish the petty cash fund. Write vouchers for any money paid from the petty cash fund. Total all vouchers, compare the total of vouchers from petty cash to the beginning petty cash balance, write a check for the difference, journalize and post the entry.

MODULE 5.0

ACCOUNTING I

MODULE	5.0	ACCOUNTING I
TASK	5.01	OPEN ACCOUNTING SYSTEM ON NEW BUSINESS

PERFORMANCE OBJECTIVE:

Given data on a new business and the necessary forms, prepare a chart of accounts, balance sheet, record opening entry in the journal, and post opening entry to the ledger without the aid of the textbook with 100 percent accuracy in calculations.

PERFORMANCE ACTIONS:

5.0101	Learn vocabulary.
5.0102	Classify accounts.
5.0103	Assemble books and information.
5.0104	Prepare balance sheet.
5.0105	Make opening entries in journal.
5.0106	Open accounts in general ledgers.
5.0107	Post opening entries to ledger accounts.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Start an account system for a new business, using forms and financial data provided, with 100 percent accuracy and 90 percent neatness, exhibiting good work habits to the teacher's satisfaction.

MODULE	5.0	ACCOUNTING I
TASK	5.02	PRINCIPLES OF DEBIT AND CREDIT

PERFORMANCE OBJECTIVE:

Given ten transactions, correctly analyze each transaction into debit and credit parts and determine the effects on the balance of assets, liabilities, capital, revenue, and expense accounts with 90 percent accuracy.

PERFORMANCE ACTIONS:

5.0201	Assemble books and business information.
5.0202	Prepare T-accounts.
5.0203	Analyze transactions.
5.0204	Interpret how that transaction will affect the account balance.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Show ability to analyze transactions and interpret how that transaction will affect the account balance on a printed form with 90 percent accuracy.

RELATED TECHNICAL INFORMATION:

- T-accounts

MODULE	5.0	ACCOUNTING I
TASK	5.03	JOURNALIZING AND POSTING BUSINESS TRANSACTIONS

PERFORMANCE OBJECTIVE:

Given a cash journal and ledger accounts, record ten selected business transactions in the journal, prove the equality of debts and credits, prove cash, and post to the general ledger with 100 percent accuracy.

PERFORMANCE ACTIONS:

5.0301	Assemble books and business information.
5.0302	Prepare a cash journal.
5.0303	Prove the equality of debits and credits.
5.0304	Prove cash.
5.0305	Rule cash journal.
5.0306	Post to ledger.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Demonstrate mastery of vocabulary of journalizing and posting on a written test with 90 percent accuracy.
- Use correct sequence in making journal entries and posting.
- 100 percent accuracy in calculations on journal and posting.
- Neatness applies.

MODULE 5.0 ACCOUNTING I

TASK 5.04 PREPARE A TRIAL BALANCE

PERFORMANCE OBJECTIVE:

Using a completed ledger, prepare a trial balance to prove the equality of debits and credits in the ledger with 100 percent accuracy.

PERFORMANCE ACTIONS:

5.0401 Assemble necessary supplies and materials.
5.0402 Foot a ledger and find the new account balance.
5.0403 Take the new account balance and prepare a trial balance.
5.0404 Find and correct errors properly in the ledger.

SUGGESTED INSTRUCTION TIME: 3 Hours

PERFORMANCE STANDARDS:

- Foot accounts and find balances and enter balances on a trial balance with an accuracy of 100 percent.
- If trial balance does not prove, locate and correct the error properly.
- Neatness applies.

RELATED TECHNICAL INFORMATION:

- Work habits should be those typical of the accounting field.

SUPPLEMENTARY PERFORMANCE: (Prepare Post-Closing Trial Balance)

Using a closed ledger and balance sheet of open accounts, prepare a post-closing trial balance. Accounts and balances on post-closing trial balance must agree with those on balance sheet.

ACTIONS:

1. Prepare heading.
2. List the accounts in numerical order.
   a. Write account titles in second column.
   b. Write account number in second column.
   c. Enter each account balance in either debit or credit column.
3. Total and pencil-foot the columns.
4. If total debits equal total credits:
   a. Draw single line in ink across both money columns.
   b. Record totals.
   c. Draw double line across both money columns beneath totals.

MODULE 5.0 ACCOUNTING I

TASK 5.05 COMPLETE END-OF-FISCAL PERIOD WORK

PERFORMANCE OBJECTIVE:

Given ledger account balances, analysis paper, and forms for financial statements, correctly complete a six-column worksheet, prepare an income statement and a balance sheet, journalize and post the closing entries, and prepare a journal and post the closing entries, and prepare a post-closing trial balance with 100 percent accuracy in calculations.

PERFORMANCE ACTIONS:

5.0501 Assemble necessary materials and information.
5.0502 Complete worksheet.
5.0503 Prepare financial statements.
5.0504 Journalize closing entries.
5.0505 Post closing entries.
5.0506 Balance and rule ledger.
5.0507 Prepare post-closing trial balance.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- 100 percent accuracy in calculations.
- All required steps taken and applied correctly for task.
- Neatness applies.
- Work must be legible.

RELATED TECHNICAL INFORMATION:

- Classification of accounts.
- Steps for balancing accounts.
- Format for worksheet.
- Format for financial statements.
- Source of information for closing entries.
- Proper procedures for ruling accounts.
- Format for post-closing trial balance.

MODULE	5.0	ACCOUNTING I
TASK	5.06	CLOSE THE LEDGER

PERFORMANCE OBJECTIVE:

Given a ledger and a form for a post-closing trial balance, post closing entries, rule and balance all accounts, and prepare a post-closing trial balance with 100 percent accuracy in calculation.

PERFORMANCE ACTIONS:

5.0601	Assemble books, materials, and information.
5.0602	Post closing entries.
5.0603	Balance and rule balance sheet accounts.
5.0604	Close and rule revenue, expense, and cost accounts.
5.0605	Prepare post-closing trial balance.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- 100 percent accuracy in calculations.
- Proper steps in correct sequence followed.
- Legible entries.
- Neatness applies.

RELATED TECHNICAL INFORMATION:

- Classification of accounts.
- Steps for balancing accounts.
- Format for worksheet.
- Format for financial statements.
- Source of information for closing entries.
- Proper procedures for ruling accounts.
- Format for post-closing trial balance.

MODULE 5.0 ACCOUNTING I

TASK 5.07 JOURNALIZING TRANSACTIONS FOR MERCHANDISING BUSINESS IN A COMBINATION JOURNAL

PERFORMANCE OBJECTIVE:

Given a combination journal, a general ledger, subsidiary ledgers, and a one month's transaction, correctly journalize the transactions, total and rule the journal, post to the proper ledgers, and prepare a schedule of accounts receivable and a schedule of accounts payable with 100 percent accuracy in calculations.

PERFORMANCE ACTIONS:

5.0701	Learn accounting vocabulary relating to a merchandising business.
5.0702	Using T-accounts, analyze selected transactions into debit and credit parts.
5.0703	Prepare a combination journal.
5.0704	Post a general and subsidiary ledgers.
5.0705	Prepare schedules of accounts receivable and payable.

SUGGESTED INSTRUCTION TIME: 8 Hours

PERFORMANCE STANDARDS:

- 100 percent accuracy in calculations.
- Use proper sequence in journalizing and posting.
- Neat and legible work.
- Accurately prepare a schedule of accounts receivable and payable, given a simulation business combination journal, general ledger, subsidiary ledgers, and one month's transactions.

MODULE	5.0	ACCOUNTING I
TASK	5.08	PREPARE A SCHEDULE OF ACCOUNTS RECEIVABLE

PERFORMANCE OBJECTIVE:

Given an accounts receivable ledger and a general ledger for a given period, prepare a schedule of accounts receivable with the schedule total agreeing with the total of controlling accounts in the general ledger.

PERFORMANCE ACTIONS:

5.0801	Obtain necessary ledgers.
5.0802	Write in heading.
5.0803	List the customer's name and amount of each balance.
5.0804	Total schedule column.
5.0805	Foot controlling general ledger account and determine account balances.
5.0806	Compare schedule total with totals of controlling account in general ledger.
5.0807	(If applicable) If totals do not agree, find and correct the error.

SUGGESTED INSTRUCTION TIME: 2 Hours

PERFORMANCE STANDARDS:

- Schedule totals must agree with totals of controlling account in general ledger. 100 percent accuracy.
- Neatness applies.
- Legible entries.
- Use proper steps in correct sequence.

RELATED TECHNICAL INFORMATION:

- Basic accounting equation.
- Journalizing.
- Posting procedures.

MODULE 5.0 ACCOUNTING I

TASK 5.09 PREPARE A SCHEDULE OF ACCOUNTS PAYABLE

PERFORMANCE OBJECTIVE:

Given an accounts payable ledger and a general ledger, recorded business transaction for a given period, and analysis paper, prepare a schedule of accounts payable. Total accounts payable in schedule must equal to total accounts payable from the general ledger.

PERFORMANCE ACTIONS:

5.0901 Assemble necessary materials and information.

5.0902 Obtain accounts payable ledger and general ledger for extracting information and an analysis paper with two money amount columns.

5.0903 Write a heading on analysis paper
- a. Name of business
- b. Title "Schedule of Accounts Payable"
- c. Date

5.0904 List creditors in name column and amount of each balance in first amount column.

5.0905 Total the balances and enter in second amount column.

5.0906 Foot the controlling account in general ledger, accounts payable, and determine the account balance.

5.0907 Compare the total of the schedule of accounts payable with the balance of the accounts payable account in the general ledger. If they agree, posting affecting creditor's accounts and accounts payable is accurate.

5.0908 (If applicable) If total of the schedule of accounts payable and the balance of the accounts payable account do not agree, find and correct the error.

SUGGESTED INSTRUCTION TIME: 2 Hours

PERFORMANCE STANDARDS:

- The prepared schedule of accounts payable and balance of the accounts payable account must agree.
- Legible entries. Neatness applies.
- 100 percent accuracy in calculations.
- Proper steps in correct sequence followed.

MODULE 5.0 ACCOUNTING I

TASK 5.10 IDENTIFY ENDORSEMENTS

PERFORMANCE OBJECTIVE:

Provided four checks and information on how the checks will be cashed or deposited, endorse each check, using the blank, restrictive, specialized, or qualified type of endorsement, as appropriate for the situation. Each endorsement method must match the firm's requirements.

PERFORMANCE ACTIONS:

5.1001 Check spelling of payee.
5.1002 Choose appropriate endorsemant.
5.1003 Endorse check.

SUGGESTED INSTRUCTION TIME: 1 Hour

PERFORMANCE STANDARDS:

- Using the appropriate method, endorse each of the four checks provided by the instructor.

MODULE 5.0 ACCOUNTING I

TASK 5.11 WRITE CHECKS

PERFORMANCE OBJECTIVE:

Given check records, blank check forms, and five bills to be paid, complete the check records and write the checks. All items must be accurately and legibly completed on checks and check records for acceptable performance.

PERFORMANCE ACTIONS:

5.1101 Keep check records (Complete check records):
- a. Fill in check number, amount, date, payee, and explanation, if necessary
- b. Calculate new cash balance

5.1102 Write checks:
- a. Fill in check number
- b. Fill in date
- c. Write name of payee
- d. Write in numerals
- e. Write amount in words or use machine to imprint amount
- f. Sign where appropriate

SUGGESTED INSTRUCTION TIME: 2 Hours

PERFORMANCE STANDARDS:

- Using the blank checks and other resources provided, complete the check records and write the necessary checks with 100 percent accuracy.
- Entries must be legible as well as accurate. Neatness applies.

MODULE	5.0	ACCOUNTING I
TASK	5.12	MAKE BANK DEPOSIT

PERFORMANCE OBJECTIVE:

Given a bank slip, five checks, and currency and coins (simulated money acceptable), prepare deposit slip and items for deposit with 100 percent accuracy.

PERFORMANCE ACTIONS:

5.1201 Separate checks for cash.
5.1202 a. Correctly identify the blank, restrictive, specialized, and qualified types of endorsements.
b. Endorse checks properly.
5.1203 Count currency and coins.
5.1204 Prepare deposit slip in duplicate.
5.1205 Enter checks on deposit slip by bank number.
5.1206 Enter amount of cash on deposit slip.
5.1207 Total deposit slip.
5.1208 Deposit.

SUGGESTED INSTRUCTION TIME: 2 Hours

PERFORMANCE STANDARDS:

- Using material provided, prepare items for deposit and complete the deposit slip.
- 100 percent accuracy in computations and procedures in endorsing checks and recording deposits.

RELATED TECHNICAL INFORMATION:

- Endorse checks.

MODULE 5.0 ACCOUNTING I

TASK 5.13 RECONCILE A BANK STATEMENT

PERFORMANCE OBJECTIVE:

Given a bank statement, cancelled checks, previous monthly bank reconciliation statement, check stubs or check register, cash ledger sheet, and record of deposit, reconcile the bank statement. The balance in the cash account and the reconciled statement must be in agreement and represent the actual cash balance.

PERFORMANCE ACTIONS:

5.1301 Arrange cancelled checks in numerical order.

5.1302 Compare checks with stubs or check register to verify amounts.

5.1303 Check off checks listed as outstanding on prior reconciliation that cleared on the current statement.

5.1304 Check off current checks in checkbook or register that cleared on the current statement.

5.1305 Check off deposits listed as in transit on prior reconciliation that have been recorded on the current statement.

5.1306 Check off current deposits that have been recorded on the current statement.

5.1307 Enter all debit memos, credit memos, bank charges, and other adjustments on the checkbook of register and compute new totals.

5.1308 Prepare reconciliation form:

a. Enter date and amount
b. Enter statement ending balance
c. List and total deposits not checked off on deposit record
d. List and total all outstanding checks not checked off from prior reconciliation and current month register
e. Add step "b" to "c" and subtract "d" to compute reconciled balance

5.1309 Prove reconciliation by adding prior months' reconciled balance to current months' checks and charges.

SUGGESTED INSTRUCTION TIME: 2 Hours

PERFORMANCE STANDARDS:

- Using material provided by the instructor, reconcile the bank statement.
- 100 percent accuracy in calculations.

MODULE	5.0	ACCOUNTING I
TASK	5.13	RECONCILE A BANK STATEMENT

PERFORMANCE STANDARDS (continued):

- Uses proper steps in correct sequence.
- Neatness applies.
- Legible entries.

RELATED TECHNICAL INFORMATION:

- Steps in reconciling a bank statement

MODULE	5.0	ACCOUNTING I
TASK	5.14	COMPLETE AN ACCOUNTING CYCLE-- SIMULATION EXERCISE PART I

PERFORMANCE OBJECTIVE:

Given a simulation of a merchandising business, complete the accounting cycle transactions for one month with 100 percent accuracy in calculations.

PERFORMANCE ACTIONS:

5.1401	Read introductory instructions carefully.
5.1402	Using the business forms supplied, make proper journal entries in a combination journal, posting, proving accuracy, and making deposits as instructed.
5.1403	Following the correct sequence, complete the end-of-month activities.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Complete the accounting cycle transactions for one month for a simulated merchandising business, given appropriate forms and information.
- 100 percent accuracy in calculations.
- Neatness applies.

MODULE	5.0	ACCOUNTING I
TASK	5.15	PREPARE INCOME STATEMENTS

PERFORMANCE OBJECTIVE:

Provided complete worksheet for a given period, prepare an income statement. The statement must contain the correct heading and listings with no mathematical errors.

PERFORMANCE ACTIONS:

5.1501	Write headings of Income Statement in three lines.
5.1502	Record income from operations.
5.1503	Compute cost of merchandise sold.
5.1504	Determine gross profit on sales.
5.1505	Determine net income from operations.
5.1506	Record other income and expenses.
5.1507	Determine net income.

SUGGESTED INSTRUCTION TIME: 2 Hours

PERFORMANCE STANDARDS:

- Using the worksheet provided, prepare an income statement for the period indicated on the worksheet.

RELATED TECHNICAL INFORMATION:

- Format for the Income Statement.

MODULE 5.0 ACCOUNTING I

TASK 5.16 PREPARE CAPITAL STATEMENTS

PERFORMANCE OBJECTIVE:

Given a general ledger and worksheet with recorded data reflecting a period of business transactions and analysis paper, prepare a capital statement. There can be no transposition of amount columns; computations for beginning capital, net increase or decrease and total capital must be made without errors.

PERFORMANCE ACTIONS:

5.1601 Locate and prepare necessary materials to prepare statements.

5.1602 Enter heading:
- a. Name of business
- b. Title of report
- c. Date of period covered

5.1603 Record beginning capital:
- a. Enter name, the word "Capital," and date
- b. Enter amount in first amount column taken from the owner's capital account in general ledger
- c. Enter the words "Additional Investments" (if any)
- d. Enter the amount of additional investments in the first amount column
- e. Add the amounts for beginning capital and additional investments and enter this amount in second amount column

5.1604 Record net income:
- a. Write the words "Net Income" plus the represented date in column
- b. Enter the amount of net income, taken from Balance Sheet Credit Column of the worksheet, in first amount column
- c. Enter the words "Less Withdrawals" plus the represented date in column under "Net Income"
- d. Enter the amount of withdrawals, taken from the worksheet, in first amount column
- e. Subtract the amount of withdrawals from the amount of the net income and enter the remainder in second amount column. Enter the word "Net Increase (decrease) in capital" in total column in line with the amount

PERFORMANCE ACTIONS: (Continued)

5.1605 Add the amount of net increase in capital to the total capital and enter this amount in second amount column. Write the name (same as first line) in name column in line to identify this amount.

5.1606 Rule double lines across both amount columns.

Alternative Actions:

1. Write heading on three lines.
2. Record beginning capital.
3. Add additional investments and enter total capital for period.
4. Add net loss and withdrawals and enter for total decrease to capital.
5. Subtract net decrease from beginning capital and enter amount.
6. Rule.

SUGGESTED INSTRUCTION TIME: 2 Hours

PERFORMANCE STANDARDS:

- Use the ledger, worksheet, and analysis paper to prepare capital statement for the period indicated.
- 100 percent accuracy in calculations.
- Proper format as required by instructor.
- Neatness applies.

RELATED TECHNICAL INFORMATION:

- Format for Capital Statement.

MODULE	5.0	ACCOUNTING I
TASK	5.17	PREPARE REPORT FORM BALANCE SHEET

PERFORMANCE OBJECTIVE:

Given a complete worksheet reflecting an accounting period of business and analysis paper, prepare a report form balance sheet. All sections must be entered correctly, all computations must be free of error, and the total amount of assets and the total amount of liabilities and proprietorship must balance on completion.

PERFORMANCE ACTIONS:

5.1701	Obtain worksheet and analysis paper for completing report form balance sheet.
5.1702	Write the heading of business on first three lines of balance sheet.
5.1703	Prepare the assets section of the report.
5.1704	Prepare the liabilities section of the report.
5.1705	Prepare the proprietorship section of the report.
5.1706	Total the liabilities and proprietorship section of the report.
5.1707	Compare the total amount of the assets and the total amount of the liabilities and the proprietorship. If these two amounts are not the same, find and correct the error.
5.1708	Double rule both column totals.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Given a completed worksheet for a specified accounting period and analysis paper, use the information from the worksheet to prepare a report from balance sheet for the accounting period.

RELATED TECHNICAL INFORMATION:

- Format for Balance Sheet.

MODULE	5.0	ACCOUNTING I
TASK	5.18	COMPLETE AN ACCOUNTING CYCLE-- SIMULATION EXERCISE--PART II

PERFORMANCE OBJECTIVE:

Given the completed Part I of Simulation (See Task 5.14) complete adjusted worksheet, balance sheet, income statement, adjusting and closing entries, posting, and post-closing trial balance with 100 percent accuracy.

PERFORMANCE ACTIONS:

5.1801	Read instructions carefully.
5.1802	Using the business forms supplied, complete an adjusted worksheet, financial statements, journalize adjusting and closing entries, post, and prepare a post-closing trial balance.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Complete the end of the month activities for a simulated business on forms provided.
- Follow the correct sequence in preparing forms.
- 100 percent accuracy in calculations.
- Neatness applies.

MODULE	5.0	ACCOUNTING I
TASK	5.19	PREPARE ACCOUNTING DATA FOR COMPUTER PROCESSING

PERFORMANCE OBJECTIVE:

Given a set of source documents and keypunch specifications, prepare cards for computer processing. Data must agree with source documents.

PERFORMANCE ACTIONS:

5.1901 Design or obtain a program card layout.
5.1902 Punch the program card if one is not available.
5.1903 Place program card on program drum (simulate).
5.1904 Put cards to be punched into hopper (simulate).
5.1905 Arrange source documents in proper sequence.
5.1906 Punch cards (hand punch if simulation).
5.1907 Verify before processing.
5.1908 Repunch cards as necessary.
5.1909 Assemble detail cards with program cards.

*In simulation, cards may be reproduced 3 per 8 1/4" x 11" sheet with hand punching simulated by darkening-in rather than punching cards. (See reference recommendation at bottom.)

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Use the source documents and the recommended process for punching cards (or keypunch machine), prepare the transaction cards for processing.
- 100 percent agreement of data with source documents.

RELATED TECHNICAL INFORMATION:

- Record and read alphabetic information on punch card.
- Record and read numeric data on punch card.
- Define basic data processing terminology.
- Prepare a journal entry transmittal form.
- Identify data processing equipment used in punching cards.

REFERENCE:

Performing Keypunch Activities, VIII, Clemson, SC: Vocational Education Media Center. (Complete activities plus a simulation keypunch card on 8 1/2" x 14").

MODULE	5.0	ACCOUNTING I
TASK	5.20	PREPARE RECONCILIATION CORRECTION SHEETS FOR CHANGES TO COMPUTER-GENERATED REPORTS

PERFORMANCE OBJECTIVE:

Given a computer-generated report with errors indicated and a correction form, prepare a correction sheet to include all corrected errors.

PERFORMANCE ACTIONS:

5.2001 Analyze errors indicated on the report:
- a. Determine accounts affected
- b. Determine dollar amount of errors

5.2002 Prepare adjustment entries to correct each error.

5.2003 Consolidate entries if practical.

5.2004 Prepare correction sheet.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Using the reconciliation correction sheets provided and the computer-generated reports, make the indicated corrections.

MODULE 5.0 ACCOUNTING I

TASK 5.21 RECOGNIZE COMPUTER CONCEPTS

PERFORMANCE OBJECTIVES:

Given a list of data processing machines, identify the use of each, verbally or by other means as directed by the teacher, with 100 percent accuracy in acceptable time limits as determined by problem complexity.

Given and accounting problem to process through a computer, construct a flow chart using the correct symbolism and label each step appropriately with 100 percent accuracy in acceptable time limits as determined by problem complexity.

PERFORMANCE ACTIONS:

5.2101 Identify basic data processing machines.
5.2102 Work with data entry. (Actual or simulation)
5.2103 Construct a basic program flow chart.
5.2104 Construct a basic system flow chart.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Ability to define and identify symbols used in machine processed data and fields, rows, columns, etc.
- Demonstrate knowledge and status of information entered into computer and the controls on data entered.
- Demonstrate knowledge of what types of information goes into the computer.
- Demonstrate knowledge of what the computer does to information entered.
- Demonstrate the ability to control data that comes out of the computer.
- Demonstrate ability to check the accuracy of data, draw a program flow chart, and follow through.
- Demonstrate knowledge of computer concepts and do basic system flow chart for most common jobs.
- 100 percent accuracy in computation.

RELATED TECHNICAL INFORMATION:

- Uses and capabilities of each data processing machine.
- Definition of fields, rows, columns, etc.
- Symbols used in machine processed data.
- Computer informatin processes.

MODULE	5.0	ACCOUNTING I
TASK	5.22	DATA PROCESSING - TERMINOLOGY

PERFORMANCE OBJECTIVE:

Given a list of 20 terms, 10 of which are related to data processing accounting and have spelling errors, demonstrate the ability to correctly identify, spell, and define those 10 related to data processing with an accuracy of 80 percent.

PERFORMANCE ACTIONS:

5.2201 Identify data processing accounting terms.
5.2202 Spell out data processing terms.
5.2203 Define data processing terms.
5.2204 Use data processing terms.

SUGGESTED INSTRUCTION TIME: 1 Hour

PERFORMANCE STANDARDS:

- Identify, spell, and define data processing terms with 80 percent accuracy.
- State briefly the concept of data processing.

RELATED TECHNICAL INFORMATION:

- Spelling rules.
- The data processing concept.

MODULE 5.0 ACCOUNTING I

TASK 5.23 PREPARE PAYROLL RECORDS

PERFORMANCE OBJECTIVE:

Given withholding tables, complete tables, complete time cards, payroll register, employees' payroll records, journal, and checkbook, prepare payroll records without errors in entries or computations, issuing checks to employees.

PERFORMANCE ACTIONS:

5.2301	Assemble materials and information.
5.2302	Analyze time cards, matching cards with employee earning record.
5.2303	Compute gross pay.
5.2304	Determine withholding from tables.
5.2305	Compute FICA withholding for adjustments.
5.2306	Compute other withholdings or adjustments.
5.2307	Compute net pay.
5.2308	Enter data on employee earnings record and register.
5.2309	Foot and prove register. Journalize payroll register.
5.2310	Prepare check in amount of net pay.
5.2311	Issue check to employee.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- 100 percent accuracy in entries and computations.
- Proper steps in correct sequence followed.
- Legible entries.
- Neatness applies.

-CHECKLIST-
(Prepare Payroll Records)

1. Determined income tax deductions.
2. Determined FICA tax deductions.
3. Determined other tax deductions.
4. Determined deductions other than taxes.
5. Completed payroll register.
6. Completed employees' earnings records.
7. Verified payroll register and employees' earnings records.
8. Completed payroll checks.

MODULE	5.0	ACCOUNTING I
TASK	5.23	PREPARE PAYROLL RECORDS

RELATED TECHNICAL INFORMATION:

- Tax information and regulations for payroll systems.
- Employees' withholding exemption information.

MODULE	5.0	ACCOUNTING I
TASK	5.24	PREPARE STATE UNEMPLOYMENT TAX RETURN

PERFORMANCE OBJECTIVE:

Given the employer's state unemployment tax liability and the appropriate form, prepare the state unemployment tax return with 100 percent accuracy on numerical data and in compliance with the state law.

PERFORMANCE ACTIONS:

5.2401 Determine amount to be paid according to instructions with applicable state unemployment tax return.

5.2402 Complete form according to instructions with applicable state unemployment tax return.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Using the materials provided by the instructor, prepare the employer's state unemployment tax return with 100 percent accuracy in computations and entries and in compliance with the state law.

MODULE	5.0	ACCOUNTING I
TASK	5.25	PREPARE EMPLOYER'S ANNUAL RECONCILIATION REPORTS OF INCOME TAX WITHHELD (FORM W-3)

PERFORMANCE OBJECTIVE:

Given the necessary completed withholding statement and necessary forms, complete the employer's annual reconciliation report of income tax withheld (W-3).

PERFORMANCE ACTIONS:

5.2501	Sort all W-2, W-2P, or 1099 Forms in preparation for filling out the W-3 Forms. Prepare a W-3 for each type form.
5.2502	Fill in "Payer's identifying number" with the "Employer's identification number."
5.2503	Enter the number of forms accompanying the W-3 form.
5.2504	Place an "X" in the proper box to identify which forms sent--Form W-2, W-2P, or Form 1099.
5.2505	Type the Employer's name, address, and ZIP Code in box marked for this purpose.
5.2506	Mark an "X" in the correct boxes to show whether the forms are "original" or "corrected" and whether they are "With taxpayer identifying number" or "Without taxpayer identifying number."
5.2507	Have form signed by person in authority; type title and date of preparation.
5.2508	Send the original along with forms stated in Step 4 to the Internal Revenue Service and keep a copy on file at place of business.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Using the provided withholding statements and necessary forms, complete an employers' reconciliation report of income tax withheld.

MODULE	5.0	ACCOUNTING I
TASK	5.26	PREPARE EMPLOYER'S QUARTERLY FEDERAL TAX RETURNS (FORM 941)

PERFORMANCE OBJECTIVE:

Given an adding machine or calculator, the amounts of total wages, income tax withheld, the employer's FICA tax liability, the federal tax deposits (Form 510) for the period, and the employer's quarterly tax return (Form 941), perpare the employer's quarterly federal tax return with 100 percent accuracy on numerical data and no errors in entries and in compliance with the law.

PERFORMANCE ACTIONS:

5.2601	List employees by social security account number, name, and total FICA earnings for quarter up to current FICA maximum.
5.2602	Add earnings as listed, to prove total.
5.2603	Enter totals in indicated spaces.
5.2604	Determine the total federal tax withheld for the quarter and enter in appropriate space.
5.2605	Compute FICA tax liability and enter in appropriate space.
5.2606	Add federal tax withheld and FICA tax liability to determine total federal liability of quarter.
5.2507	Prepare Schedule B to indicate the federal liability by pay period, month, and quarter total and list corresponding deposits according to the completed 501 cards.
5.2608	Compute final deposit required by subtracting the total deposits previously made from the total federal liability. Enter this figure in appropriate block on Schedule B.
5.2609	Total Schedule B deposits and subtract from total liability on page one.
5.2610	Prepare 501 card for final deposit determining above.
5.2611	Proofread the preprinted information for accuracy.

SUGGESTED INSTRUCTION TIME: 10 Hours

MODULE	5.0	ACCOUNTING I
TASK	5.26	PREPARE EMPLOYER'S QUARTERLY FEDERAL TAX RETURNS (FORM 941)

PERFORMANCE STANDARDS:

- Using the materials provided by the instructor, prepare the employer's quarterly federal tax return with 100 percent accuracy in computations, correct entries, and in compliance with the law.

RELATED TECHNICAL INFORMATION:

- Tax Guide for Small Business, Publication 334, Internal Revenue Washington, DC: US Government Printing Office, 1980 (Change due October, 1981).

MODULE 5.0 ACCOUNTING I

TASK 5.27 PREPARE FEDERAL TAX DEPOSITS

PERFORMANCE OBJECTIVE:

Using the amounts of income tax withheld, the employer's FICA tax liability and unemployment tax liability, plus the appropriate forms, prepare Federal tax deposit with 100 percent accuracy on numerical data and in compliance with the law.

PERFORMANCE ACTIONS:

5.2701 Determine the amount of the deposit according to instructions with Federal tax deposit.
5.2702 Record amount of deposit on card.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Using the materials provided by the instructor, complete the Federal tax deposits with 100 percent accuracy on computations and in compliance with the law.

RELATED TECHNICAL INFORMATION:

- FICA tax.
- Unemployment tax.
- Current Federal Govenment Tax Regulations.

SUGGESTED REFERENCES:

Tax Guide for Small Businesses, Publication 334, Internal Revenue Service, Washington, DC: US Government Printing Office, 1980 (Revised October, 1981).

Employer's Tax Guide, Publication 15 - Circular E. Internal Revenue Service, Washington, DC: US Government Printing Office, 1980 (Revised October, 1981).

Tax Withholding and Estimated Tax, Publication 505, Internal Revenue Service, Washington, DC: US Government Printing Office, 1980 (Revised October, 1981).

MODULE	5.0	ACCOUNTING I
TASK	5.28	JOURNAL ENTRIES IN PURCHASES, CASH PAYMENTS, AND GENERAL FOUR-COLUMN JOURNAL

PERFORMANCE OBJECTIVE:

Given selected business transactions, analyze transactions and journalize entries into the appropriate journal.

PERFORMANCE ACTIONS:

5.2801	Record purchases on account.
5.2802	Post the purchase journal.
5.2803	Compute purchases discount.
5.2804	Record cash payments.
5.2805	Post cash payments journal.
5.2806	Record purchases returns and allowances.
5.2807	Record other miscellaneous transactions.
5.2808	Post four-column general journal.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Journal entries into appropriate journal with 90 percent accuracy.
- 100 percent accuracy in computations.
- Neatness applies.
- Legible entries.

RELATED TECHNICAL INFORMATION:

- Classification of transactions.
- Format of journals.
- Use of subsidiary ledgers.

MODULE	5.0	ACCOUNTING I
TASK	5.29	JOURNALIZE ENTRIES IN A SALES, CASH RECEIPTS, AND A FOUR-COLUMN GENERAL JOURNAL

PERFORMANCE OBJECTIVE:

Given selected transactions, analyze transactions, and journalize entries into the appropriate journal.

PERFORMANCE ACTIONS:

5.2901	Record sales on account.
5.2902	Post the sales journal.
5.2903	Compute sales discounts.
5.2904	Record cash receipts.
5.2905	Post cash receipts journal.
5.2906	Record sales returns and allowances.
5.2907	Record other miscellaneous transactions.
5.2908	Post the four-column general journal.
5.2909	Complete accounting cycle.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Select proper journal for transaction.
- Follow proper procedures in journalizing.
- 100 percent accuracy in computations.
- Neatness and legibility apply.

RELATED TECHNICAL INFORMATION:

- Classification of transactions.
- Format of journals.
- Use of subsidiary ledgers.
- Format of worksheet.
- Format of financial statements.

MODULE	5.0	ACCOUNTING I
TASK	5.30	MAINTAIN A PETTY CASH ACCOUNT

PERFORMANCE OBJECTIVE:

Given a check, journal, and ledger, write the check for cash, journalize the entry, and post the entry to the ledger to establish the petty cash fund. Write vouchers for any money paid from the petty cash fund. Total all vouchers, compare the total of vouchers from petty cash to the beginning petty cash balance, write a check for the difference, journalize and post the entry.

PERFORMANCE ACTIONS:

5.3001	Assemble materials and information.
5.3002	Write a check for cash.
5.3003	Journalize the entry.
5.3004	Post entry to ledger to establish petty cash fund.
5.3005	Write vouchers for any money paid from petty cash fund.
5.3006	Total vouchers.
5.3007	Compare the total of vouchers from petty cash to the beginning petty cash balance and write a check for the difference.
5.3008	Journalize and post the entry.

SUGGESTED INSTRUCTION TIME: 3 Hours

PERFORMANCE STANDARDS:

- 100 percent accuracy in calculations.
- Accounting for all expenditures/receipts in petty cash fund.
- Proper steps in correct sequence followed.
- Legible entries.
- Neatness applies.

RELATED TECHNICAL INFORMATION:

- Use of vouchers and receipts.

MODULE 6.0

ACCOUNTING II

STUDENT-TEACHER AGREEMENT
FOR
PERFORMANCE-BASED LEARNING

DIRECTIONS: The student, after reviewing the objectives and standards for the course either individually or as a member of the class, will check the appropriate course title block, sign his/her name at the bottom of the page, and indicate the school and date. The student and instructor by signing the agreement indicate that they will abide by the stated objectives and standards of the course.

THIS STATEMENT CERTIFIES THAT I HAVE READ THE OBJECTIVES AND STANDARDS FOR:

( ) Typewriting I

( ) Typewriting II

( ) Shorthand I

( ) Shorthand II

( ) Accounting I

( ) Accounting II

( ) Office Procedures

( ) Other: _____

AND THAT I FULLY UNDERSTAND THE CONTENT OF THE OBJECTIVES, COURSE REQUIREMENTS, AND GRADING PROCEDURES.

STUDENT'S SIGNATURE _____

SCHOOL _____

DATE _____

INSTRUCTOR'S SIGNATURE _____

SUGGESTED INSTRUCTION TIME

ACCOUNTING II, MODULE 6.0

SUGGESTED INSTRUCTION TIME
MODULE 6.0, ACCOUNTING II

MODULE/TASK		SUGGESTED Hours
6.01	Careers in Accounting Profession	3
6.02	Review Of Accounting Cycle	15
6.03	Write Off Uncollectible Account - Direct Method	3
6.04	Estimate Bad Debts by Aging Accounts Receivable	3
6.05	Journalize Transactions Affecting Allowance for Uncollectible Accounts	3
6.06	Figure Depreciation Using Three Common Methods	6
6.07	Record Entries for Depreciation Expenses and Disposing of Plant Assets	5
6.08	Record Accounting Entries Pertaining to Notes and Interest	5
6.09	Compute Accrued Income	6
6.10	Record Entries Pertaining to Accrued Interest Expense	6
6.11	Accounting Procedures for a Partnership	15
6.12	Business Simulation - Partnership	*45
6.13	Journalize and Post Departmental Purchases and Cash Payments	5
6.14	Journalize and Post Departmental Sales and Cash Receipts	5
6.15	Accounting for Inventory Control	5
6.16	Prepare a Payroll - Employees	5
6.17	Prepare a Payroll - Employers	5
6.18	Using a Voucher System	5
6.19	Automated Accounting	15

MODULE/TASK	SUGGESTED Hours
6.20 Corporation Accounting	20
6.21 Business Simulation - Corporation	*45

*Time will not permit both simulations. A choice will have to be made between the partnership and corporation simulation.

TOTAL SUGGESTED INSTRUCTION TIME	180

TASK LISTING

ACCOUNTING II, MODULE 6.0

TASK LISTING
MODULE 6.0, ACCOUNTING II

TASK	DESCRIPTION
6.01	(Careers in Accounting Profession) Given instruction, possible field trips and orientations, the student will be able to describe the "American Free Enterprise System" of business, forms of business ownership, the role of accounting in business, and opportunities in accounting to the satisfaction of the instructor.
6.02	(Review of Accounting Cycle) Provided the necessary information and materials, open a set of books for a merchandising business and follow the complete accounting cycle until the books are closed and a post-closing trial balance has been prepared with 100 percent accuracy.
6.03	(Write off Uncollectible Account - Direct Method) Given a cash receipts and general journal and selected transactions, correctly journalize entries affecting uncollectible accounts by using the direct write off method.
6.04	(Estimate Bad Debts by Aging Accounts Receivable) Given a list of accounts receivable by age, correctly figure and record in a general journal the adjustment for uncollectible accounts.
6.05	(Journalize Transactions Affecting Allowance for Uncollectible Accounts) Given a list of selected transactions, correctly record the necessary entries affecting allowance for uncollectible accounts.
6.06	(Figure Depreciation Using Three Common Methods) Given the cost price and salvage value of equipment, correctly figure depreciation using three common methods: (1) Straight-line, (2) Declining balance, and (3) Sum-of-years digits.
6.07	(Record Entries for Depreciation Expense and Disposing of Plant Assets) Given selected transaction, correctly record in the appropriate register and journals entries for depreciation and the disposing of plant assets.
6.08	(Record Accounting Entries Pertaining to Notes and Interest) Given ten business transactions pertaining to notes and interest, and the appropriate journals and registers, record at least eight of the ten entries without error.
6.09	(Compute Accrued Income) Given schedule of notes receivable indicating face amounts, interest rates, related dates and payments and the necessary journals and ledgers, compute the interest income accrual and record appropriate accounting entries with no mathematical errors in computed interest income.

6.10 (Record Entries Pertaining to Accrued Interest Expense) Given a schedule of notes payable indicating amount, rate dates and interest payments, and the appropriate journals and ledgers, compute and record interest expense accrual with no errors in computations.

6.11 (Accounting Procedures For a Partnership) Given a general journal and the necessary data, correctly journalize the opening entry for a new partnership, the entry for admitting a new partner, the entry for distributing assets when a partnership is terminated, prepare a distribution of net income statement, make the journal entry to distribute the net income or loss to the partner's capital account.

6.12 (Business Simulation--Partnership) Given a Simulation of a Partnership, complete the accounting transactions for two months with 100 percent accuracy in calculations.

6.13 (Journalize and Post Departmental Purchases and Cash Payments) Given source documents indicating cash receipts and necessary journals and ledgers, record all entries required for accounting of cash receipts. At least 90 percent of all required entries must be made correctly.

6.14 (Journalize and Post Departmental Sales and Cash Receipts) Provided a procedural guide, source documents for cash disbursement transactions, and necessary journals and ledgers for recording cash disbursement, record the entries in chronological sequence, ending with the appropriate ledger. All transactions must be entered in correct location and without mathematical error.

6.15 (Accounting for Inventory Control) Given an inventory sheet, correctly figure the inventory using the fifo, lifo, and lower of the cost or market method.

6.16 (Record Accounting Entries Pertaining to Employee's Payroll) Provided a complete payroll register and combination journal and general ledger, record entries in the combination journal and general ledger to include salary expense, FICA tax, Federal income tax, state income tax and other deductions for employers. All withholding must be computed to 100 percent accuracy; gross earnings must appear as cedit; deductions must appear as credit.

6.17 (Record Entries Pertaining to Employer's Payroll Tax) Provided a payroll register for a given period, rates for employer's payroll taxes and the necessary journal and ledger, record the employer's FICA, FUTA, and SUTA without any errors in their computation.

6.18 (Using a Voucher System) Given a voucher register, check the register, and business transactions, correctly journalize the entries and complete the register.

6.19 (Automated Accounting) Given the necessary data and accounting forms, record the transactions for an automated accounting system; and new accounts in the general ledger and subsidiary ledger, and prepare a batch control sheet for transactions.

6.20 (Corporation Accounting) Given the necessary data and accounting forms, record investment, calculate dividend, distribute net income or loss and prepare financial statements (including reporting equity of a corporation).

6.21 (Business Simulation - Corporation) Given a simulation which includes transactions, complete two monthly fiscal periods in a retail and/or wholesale business operated by a corporation using a voucher system.

ACCOUNTING II

MODULE 6.0 ACCOUNTING I

TASK 6.01 CAREERS IN ACCOUNTING PROFESSION

PERFORMANCE OBJECTIVE:

Given instruction, possible field trips and orientations, the student will be able to describe the "American Free Enterprise System" of business, forms of business ownership, the role of accounting in business, and opportunities in accounting to the satisfaction of the instructor.

PERFORMANCE ACTIONS:

6.0101	Describe the benefits of the free enterprise system to the individual and to society.
6.0102	State the rights of the individual in a free enterprise system.
6.0103	Identify the types of business organizations.
6.0104	Describe the forms of business organiztions.
6.0105	Select the advantages and disadvantages of a single proprietorship, partnership, corporation, and cooperative.
6.0106	List the methods used to process financial data.
6.0107	Describe what accounting is in general terms.
6.0108	List the type of jobs available in the accounting field.
6.0109	State the minimum educational requirements for entry-level jobs and for advanced-level jobs in accounting fields.

SUGGESTED INSTRUCTIONAL TIME: 3 Hours

PERFORMANCE STANDARDS:

- Student will be able to describe the "American Free Enterprise System" of business as well as the role of accounting in various forms of business ownership and accounting opportunities in the local employment market to the satisfaction of the instructor. As a measure of competence, the performance actions may be used as a checklist and written knowledge tests should be no less than 80 percent accurate.

MODULE 6.0 ACCOUNTING II

TASK 6.02 REVIEW OF ACCOUNTING CYCLE

PERFORMANCE OBJECTIVE:

Provided the necessary information and materials, open a set of books for a merchandising business and follow the complete accounting cycle until the books are closed and a post-closing trial balance has been prepared with 100 percent accuracy.

PERFORMANCE ACTIONS:

6.0201 Assemble materials and supplies.
6.0202 Journalize entries.
6.0203 Post entries.
6.0204 Prepare trial balance.
6.0205 Complete eight column worksheet.
6.0206 Prepare financial statements.
6.0207 Journalize and record adjusting and closing entries.
6.0208 Prepare post-closing trial balance.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- Complete with 100 percent accuracy the accounting cycle for a merchandising business, opening a set of books and closing books and conducting a post-closing trial balance.
- Neatness applies.
- Entries must be legible.
- Acceptable format and procedures must be used.

MODULE	6.0	ACCOUNTING II
TASK	6.03	WRITE OFF UNCOLLECTIBLE ACCOUNT - DIRECT METHOD

PERFORMANCE OBJECTIVE:

Given a cash receipts and general journal and selected transactions, correctly journalize entries affecting uncollectible accounts by using the direct write off method.

PERFORMANCE ACTIONS:

6.0301 Assemble information and materials.
6.0302 Calculate bad debt expenses using direct write off method.

SUGGESTED INSTRUCTION TIME: 3 Hours

PERFORMANCE STANDARDS:

- Write off uncollectible accounts using the direct write off method.
- Proper procedures followed.
- 95 percent accuracy in computations.
- Neatness applies.
- Legible entries.

MODULE	6.0	ACCOUNTING II
TASK	6.04	ESTIMATE BAD DEBITS BY AGING ACCOUNTS RECEIVABLE

PERFORMANCE OBJECTIVE:

Given a list of accounts receivable by age, correctly figure and record in a general journal the adjustment for uncollectible accounts.

PERFORMANCE ACTIONS:

6.0401 Assemble information and supplies.
6.0402 Estimate bad debts by aging accounts receivable.

SUGGESTED INSTRUCTION TIME: 3 Hours

PERFORMANCE STANDARDS:

- Estimate bad debts by aging acccounts receivable.
- 95 percent accuracy in computations.
- Proper methods followed.
- Neatness applies.
- Legible entries.

MODULE	6.0	ACCOUNTING II
TASK	6.05	JOURNALIZE TRANSACTIONS AFFECTING ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS

PERFORMANCE OBJECTIVE:

Given a list of selected transactions, correctly record the necessary entries affecting allowance for uncollectible accounts.

PERFORMANCE ACTIONS:

6.0501 Assemble necessary information and material.
6.0502 Journalize transactions affecting allowance for uncollectible accounts.

SUGGESTED INSTRUCTION TIME: 3 Hours

PERFORMANCE STANDARDS:

- Journalize transactions affecting allowance for uncollectible accounts.
- 95 percent accuracy in computations.
- Proper procedures followed.
- Neatness applies.
- Legible entries.

MODULE 6.0 ACCOUNTING II

TASK 6.06 FIGURE DEPRECIATION USING THREE COMMON METHODS

PERFORMANCE OBJECTIVE:

Given the cost price and salvage value of equipment, correctly figure depreciation using three common methods: (1) Straight-line, (2) Declining balance, and (3) Sum-of-years digits.

PERFORMANCE ACTIONS:

6.0601 Assemble necessary information and supplies.
6.0602 Select depreciation method (may be assigned by instructor).
6.0603 Depreciation methods: (a) Straight-line, (b) Declining balance, and (c) Sum-of-years digits.

a. Straight-line methods:
   1. Determine property's adjusted basis, salvage value, and estimate useful life.
   2. Subtract the salvage value, if any, from adjusted basis. The result is the total amount of depreciation that may be taken over the useful life of the property.
   3. Divide the amount by the number of years remaining in the useful life. The result gives the yearly depreciation deduction amount and will stay the same over the depreciation period.

b. Declining balance method:
   1. Determine rate of depreciation by dividing the number one by the property's useful life.
   2. Adjust if a faster rate of depreciation is needed: (one and one-half times or one and one-fourth times the straight-line method). *See Tax Guide for Small Business, IRS Publication 334, for specific instructions.

c. Sum of the years digits method:
   1. Subtract salvage value from cost or other original basis.
   2. Multiple result of step one by different fraction each year:
      (a) Calculate Numerator (The number of years remaining in useful life of property, including year for which you are figuring

depreciation and the number gets smaller each year--counts down the years of useful life of the property--).

(b) Calculate Denominator (Does not change and is the sum of the top number--5 years of depreciation = 5+4+3+2+1--or 15).

3. Calculate Fractions over period: (Five years--above example--go from 5/15 to 1/15 in the last year of useful life).

6.0604 Figure the depreciation for the period.

SUGGESTED INSTRUCTION TIME: 6 Hours

PERFORMANCE STANDARDS:

- Figure depreciation using the three common methods: Straight-line, Declining balance, and Sum-of-years digits.
- 95 percent accuracy in computation.
- Neatness applies.
- Legible calculations and report.

RELATED TECHNICAL INFORMATION:

- Tax Guide for Small Business, IRS Publication 334, Washington, DC: US Government Printing Office (Internal Revenue Service).

MODULE	6.0	ACCOUNTING II
TASK	6.07	RECORD ENTRIES FOR DEPRECIATION EXPENSE AND DISPOSING OF PLANT ASSETS

PERFORMANCE OBJECTIVE:

Given selected transactions, correctly record in the appropriate register and journals entries for depreciation and the disposing of plant assets.

PERFORMANCE ACTIONS:

6.0701 Assemble information and books.
6.0702 Determine amount and journalize adjusting entry for:
- a. Depreciation expense
- b. (1) Compute book value
  (2) Record the scrapping (disposal) or sale of plant assets
- c. Trading a fixed asset

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Demonstrate ability to journalize three methods of disposing of plant assets with 100 percent accuracy.
- Neatness and legibility required.
- Apply skills and information correctly.

RELATED TECHNICAL INFORMATION:

- Figure loss or gain on fixed asset.
- Figure cost price for trade-in on fixed asset.

MODULE 6.0 ACCOUNTING II

TASK 6.08 RECORD ACCOUNTING ENTRIES PERTAINING TO NOTES AND INTEREST

PERFORMANCE OBJECTIVE:

Given ten business transactions pertaining to notes and interest, and the appropriate journals and registers, record at least eight of the ten entries without error.

PERFORMANCE ACTIONS:

NOTES PAYABLE

6.0801 Analyze the issuance of the notes payable.
6.0802 Record as a debit to cash and a credit to notes payable.

PAYING PRINCIPAL AND INTEREST

6.0803 Define promissory note.
6.0804 Determine maturity date for note.
6.0805 Compute interest on note.
6.0806 Discount a non-interest bearing note and an interest bearing note.
6.0807 NOTES PAYABLE:
- a. Analyze the issuance of the notes payable (short-term or long-term)
- b. Record as a debit to cash and a credit to notes payable

6.0808 PAYING PRINCIPAL AND INTEREST:
- a. Analyze payment of principal and interest
- b. Record debit to notes payable, debit to interest expense, credit to cash

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Record accounting entries pertaining to notes and interest with 80 percent accuracy in computations and 100 percent in procedures.
- Neatness and legibility apply.

RELATED TECHNICAL INFORMATION:

- Interest calculations.
- Terms.
- Use of calendar in computing due date.

MODULE 6.0 ACCOUNTING II

TASK 6.09 COMPUTE ACCRUED INCOME

PERFORMANCE OBJECTIVE:

Given schedule of notes receivable indicating face amounts, interest rates, related dates and payments and the necessary journals and ledgers, compute the interest income accrual and record appropriate accounting entries with no mathematical errors in computed interest income.

PERFORMANCE ACTIONS:

6.0901 For each note listed on the schedule:
- a. Determine the interval from the last interest payment to the end of the accounting period
- b. Compute the interest accruing over the interval

6.0902 Total the accruals from each note.

6.0903 Record the adjusting entry:
- a. Accrued interest receivable-debit
- b. Interest income-credit

6.0904 Post to appropriate ledger accounts.

SUGGESTED INSTRUCTION TIME: 6 Hours

PERFORMANCE STANDARDS:

- Using the schedule of notes receivable and the other data provided, compute and record the interest income accrual.

MODULE 6.0 ACCOUNTING II

TASK 6.10 RECORD ENTRIES PERTAINING TO ACCRUED INTEREST EXPENSE

PERFORMANCE OBJECTIVE:

Given a schedule of notes payable indicating amount, rate dates and interest payments, and the appropriate journals and ledgers, compute and record interest expense accrual with no errors in computations.

PERFORMANCE ACTIONS:

6.1001 For each note listed on the schedule:
- a. Determine the interval from last interest payment date to end of the accounting period
- b. Compute the interest accruing over the interval

6.1002 Total the accrual for each note.

6.1003 Record the adjusting entry:
- a. Interest expense-debit
- b. Accrued interest payable-credit

6.1004 Post to appropriate ledger account.

SUGGESTED INSTRUCTION TIME: 6 Hours

PERFORMANCE STANDARDS:

- Using the schedule of notes payable and the data provided, compute and record the interest expense accrual.
- 100 percent accuracy in computation.
- Proper procedures followed.
- Neatness and legibility apply.

RELATED TECHNICAL INFORMATION:

- Amount of interest accrued needed for adjusting and reversing entries.
- Financial statement preparation.

MODULE	6.0	ACCOUNTING II
TASK	6.11	ACCOUNTING PROCEDURES FOR A PARTNERSHIP

PERFORMANCE OBJECTIVES:

Given a general journal and the necessary data, correctly journalize the opening entry for a new partnership, the entry for admitting a new partner, the entry for distribution assets when a partnership is terminated; prepare a distribution of net income statement; make the journal entry to distribute the net income or loss to the partner's capital account.

Given a workshop with a completed trail balance, business papers, and data for adjusting entries and division of partnership earnings, correctly complete the end-of-fiscal period work for a partnership.

PERFORMANCE ACTIONS:

6.1101	Make opening entries for partnership.
6.1102	Make entries to distribute assets when a partnership is terminated.
6.1103	Prepare a distribution of net income statement.
6.1104	Analyze and record entries to distribute net income to partners.
6.1105	Complete a worksheet for a partnership.
6.1106	Prepare the financial statements.
6.1107	Record adjusting and closing entries for a partnership.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- Provide necessary materials.
- Make required entries listed in Performance Actions.
- 100 percent accuracy in computations.
- Neatness and legibility apply.

MODULE	6.0	ACCOUNTING II
TASK	6.12	BUSINESS SIMULATION--PARTNERSHIP

PERFORMANCE OBJECTIVE:

Given a Simulation of Partnership, complete the accounting transactions for two months with 100 percent accuracy in calculations.

PERFORMANCE ACTIONS:

6.1201 Read instructions carefully.
6.1202 Using business papers provided, make the necessary journal entries, post, and prove accuracy.
6.1203 Prepare end-of-month activities using forms provided.

SUGGESTED INSTRUCTION TIME: 45 Hours

PERFORMANCE STANDARDS:

- Complete transactions for two months for a simulated partnership.
- 100 percent accuracy.
- Neatness and legibility apply.

MODULE 6.0 ACCOUNTING II

TASK 6.13 JOURNALIZE AND POST DEPARTMENTAL PURCHASES AND CASH PAYMENTS

PERFORMANCE OBJECTIVE:

Given source documents, indicating cash receipts and necessary journals and ledgers, record all entries required for accounting of cash receipts. At least 90 percent of all required entries must be made correctly.

PERFORMANCE ACTIONS:

6.1301	Assemble receipts book and appropriate journal and ledger.
6.1302	Verify receipts.
6.1303	Journalize cash receipts on accounts.
6.1304	Post amounts from Accounts Receivable credit column individually to customer's account in subsidiary ledger of Accounts Receivable.
6.1305	Debit other cash receipts to cash in special column and credit to sales of other individual accounts.
6.1306	Foot and cross foot at month's end.
6.1307	Post totals of cash debit and credit columns to cash account.
6.1308	Post total of Accounts Receivable credit column to controlling account of Accounts Receivable in general ledger.
6.1309	Post amounts individually or as total (if a special column is used for account) to appropriate account in general ledger.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Provided source documents for cash receipts journals and ledgers, make the required entries for the cash receipts.
- 90 percent accuracy in entries.
- 100 percent accuracy in computations.
- Neatness and legibility apply.

RELATED TECHNICAL INFORMATION:

- Prepare financial statement as required.

MODULE 6.0 ACCOUNTING II

TASK 6.14 JOURNALIZE AND POST DEPARTMENTAL SALES AND CASH RECEIPTS

PERFORMANCE OBJECTIVE:

Provided a procedural guide, source documents for cash disbursement transactions, and necessary journals and ledgers for recording cash disbursement, record the entries in chronological sequence, ending with the appropriate ledger. All transactions must be entered in correct location and without mathematical errors.

PERFORMANCE ACTIONS:

6.1401 Arrange documents in appropriate order:
- a. Alphabetically by vendor
- b. Numerically for vendor/source
- c. Or by data or discount period

6.1402 Prepare disbursement check as voucher.

6.1403 Journalize disbursement in appropriate journal:
- a. Date
- b. Vendor (account title)
- c. Check number
- d. Amount
  - (1) Cash-credit
  - (2) Accounts payable-debit
  - OR
  - (3) Purchase or expense-debit

6.1404 Post accounts payable debit to subsidiary ledger (if necessary).

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Given a procedures guide, source documents for cash disbursement transactions, and necessary journals and ledgers for recording cash disbursements, record the entries in sequence, ending with the appropriate ledger.
- 100 percent accuracy in mathematical calculations and entries.
- Neatness and legibility apply.

MODULE	6.0	ACCOUNTING II
TASK	6.15	ACCOUNTING FOR INVENTORY CONTROL

PERFORMANCE OBJECTIVE:

Given inventory sheets, correctly figure the inventory, using the fifo, lifo, and lower-of-the-cost or market method.

PERFORMANCE ACTIONS:

6.1501	Define accounting terms related to inventory control systems.
6.1502	Describe the basic accounting principles for departmental inventory control systems.
6.1503	Determine the value of inventories, using the fifo and lifo methods, lower-of-cost or market method.
6.1504	Prepare an interim departmental statement of gross profit.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Determine the value of inventories using fifo, lifo, and lower-of-cost or market method. (Prepare an interim statement of gross profit.)

MODULE	6.0	ACCOUNTING II
TASK	6.16	RECORD ACCOUNTING ENTRIES PERTAINING EMPLOYEES' PAYROLL

PERFORMANCE OBJECTIVE:

Provided a complete payroll register and combination journal and general ledger, record entries in the combination journal and general ledger to include salary expense, FICA tax, Federal income tax, state income tax and other deductions for employers. All withholding must be computed to 100 percent accuracy; gross earnings must appear as debit; deductions must appear as credit.

PERFORMANCE ACTIONS:

6.1601 Enter total salary expense in journal as debit.
6.1602 Enter each of the following in journal as credit:
- a. FICA tax payable
- b. Federal income tax payable
- c. State income tax payable
- d. Other withholdings payable

6.1603 Post to ledger accounts.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Provided a payroll register, the combination journal and general ledger, make the necessary accounting entries to record the salary expenses, FICA taxes and Federal, state income taxes and other expenses for employees.
- 100 percent accuracy in computations.
- 100 percent accuracy in entries.
- Neatness and legibility apply.

MODULE	6.0	ACCOUNTING II
TASK	6.17	RECORD ENTRIES PERTAINING TO EMPLOYER'S PAYROLL TAX

PERFORMANCE OBJECTIVE:

Provided a payroll register for a given period, rates for employer's payroll taxes and the necessary journal and ledger, record the employer's FICA, FUTA, and SUTA without any errors in their computation.

PERFORMANCE ACTIONS:

6.1701 From the payroll register, compute:
- a. Employer's FICA share
- b. Employer's Federal unemployment tax
- c. Employer's state unemployment tax

6.1702 Total the payroll tax.

6.1703 Enter payroll tax expense in journal.
- a. Debit total payroll tax expense
- b. Credit:
  - (1) FICA taxes payable
  - (2) Federal unemployment taxes payable
  - (3) State unemployment taxes payable

6.1704 If separate tax expense accounts are kept, post each account in the ledger.
- a. Debit total payroll tax expense
- b. Credit:
  - (1) FICA taxes payable
  - (2) Federal unemployment taxes payable
  - (3) State unemployment taxes payable

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Using the payroll register, rates for employer's payroll taxes and the journal and ledger provided, record the employers' FICA, state unemployment tax and Federal unemployment tax.
- 100 percent accuracy in computations.
- Proper procedures followed.
- Current to laws applicable.
- Neatness and legibility apply.

MODULE 6.0 ACCOUNTING II

TASK 6.18 USING A VOUCHER SYSTEM

PERFORMANCE OBJECTIVE:

Given a voucher register, check register, and business transactions, correctly journalize the entries and complete the register.

PERFORMANCE ACTIONS:

6.1801 Define accounting terms related to a departmental voucher accounting system.

6.1802 Describe the basic accounting principles related to a departmental voucher accounting system.

6.1803 Given necessary information, prepare a voucher register and a check register.

SUGGESTED INSTRUCTION TIME: 5 Hours

PERFORMANCE STANDARDS:

- Record transactions in a voucher register and check register.

MODULE	6.0	ACCOUNTING II
TASK	6.19	AUTOMATED ACCOUNTING

PERFORMANCE OBJECTIVE:

Given the necessary data and accounting forms, record the transactions for an automated accounting system; add new accounts in the general ledger and subsidiary ledgers, and prepare a batch control sheet for transactions.

PERFORMANCE ACTIONS:

6.1901	Define terms related to Automated Accounting systems.
6.1902	Describe the basic concepts of Automated data processing.
6.1903	Add new accounts to the general ledger chart of accounts.
6.1904	Add new accounts to the chart of accounts for the subsidiary ledgers.
6.1905	Record purchases and cash payments for an automated accounting system.
6.1906	Prepare a batch control sheet for purchases and cash payments.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- Record transactions for an automated accounting system, add new accounts in the ledgers and prepare a batch control sheet to purchases and cash payments.

MODULE 6.0 ACCOUNTING II

TASK 6.20 CORPORATION ACCOUNTING

PERFORMANCE OBJECTIVE:

Given the necessary data and accounting forms, record investments, calculate dividends, distribute net income or loss and prepare financial statements (including reporting equity) of a corporation.

PERFORMANCE ACTIONS:

6.2001 Discuss requirements to form a corporation.

6.2002 With selected transactions and appropriate journals:

a. Correctly record investments to establish a corporation
b. Correctly calculate dividends on preferred and common stock
c. Correctly journalize entries for issuing additional capital stock and buying and selling treasury stock
d. Correctly distribute the net income or loss of a corporation
e. Prepare financial statements and reporting equity of corporation

SUGGESTED INSTRUCTION TIME: 20 Hours

PERFORMANCE STANDARDS:

- Student will be able to record investments, calculate dividends on preferred and common stock, treasury stock and journalize entries for issuing additional capital stock, as well as prepare financial statements.

NOTE:

- See part 7, Century 21 Accounting, Advanced Course, textbook.

MODULE 6.0 ACCOUNTING II

TASK 6.21 BUSINESS SIMULATION--CORPORATION

PERFORMANCE OBJECTIVE:

Given a simulation which includes transactions, complete two monthly fiscal periods in a retail and/or wholesale business operated by a corporation using a voucher system.

PERFORMANCE ACTIONS:

6.2101	Reading introductory instructions carefully.
6.2102	Journalize from source documents to appropriate special journals and registers.
6.2103	File the source documents after journalizing.
6.2104	Post items to be posted individually to the account receivable ledger and general ledger. Enter notations in the voucher register.
6.2105	Post column totals to the general ledger.
6.2106	Prepare schedules of accounts receivable and of accounts payable from the accounts receivable ledger and voucher register.
6.2107	Prepare trial balance on work sheet.
6.2108	Enter adjustments and complete worksheet.
6.2109	Prepare financial statements from the worksheet.
6.2110	Journalize adjusting and closing entries from worksheet.
6.2111	Post adjusting and closing entries to the general ledger.
6.2112	Prepare a post-closing trial balance.

SUGGESTED INSTRUCTION TIME: 45 Hours

PERFORMANCE STANDARDS:

- Complete two months transactions for a corporation.
- Follow the correct sequence in preparing forms.
- 100 percent accuracy in calculations.
- Neatness applies.

COMPETENCY TESTING
ACCOUNTING

ACCOUNTING I and II
COMPETENCY TESTING

The secondary level accounting teachers in The School District of Greenville County, through seven Task Force Committee writing team members, stated that they used the textbook series Century 21 Accounting, published by South-Western Publishing Company. This series includes first- and advanced-year textbooks, a teacher's reference guide, student workbooks, and knowledge and performance tests coordinated with the texts and workbooks. The writing team stated that they used the publisher's tests and, when necessary, supplemented them with teacher made tests.

The Task Force Committee recommended that the knowledge and performance tests available from the publisher of Century 21 Accounting be identified as the measures currently used in secondary level accounting training.

The writing team is of the opinion that the publisher's tests for Century 21 Accounting appear to measure job-entry-level competencies, as well as the theory and skills important to successfully pursuing further accounting training. The writing team did not think it could improve upon the design of the publisher's tests; however, it did recommend that teacher constructed tests should be employed when necessary to supplement the publisher's tests.

The articulated, performance-based objectives for accounting have been coordinated with the sequence of instruction typically followed at the secondary level and with the sequence of topics that appears in the textbook series Century 21 Accounting.

The objective and problem tests for secondary level accounting training are found in the following:

Swanson, Robert M.; Boynton, Lewis D.; Ross, Kenton E.; and Handon, Robert D.
Objective Tests and Semester Examinations, Century 21 Accounting. Cincinnati: South-Western Publishing Co., 1978.

Swanson, Robert M.; Boynton, Lewis D,; Ross, Kenton E.; and Handon, Robert D.
Problem Tests, Century 21 Accounting, Cincinnati: South-Western Publishing Co., 1978.

In addition, the Century 21 Accounting series includes business simulations which can serve as performance measures.

The sequence of the objective and problem tests in Century 21 Accounting is described on the following pages.

ACCOUNTING I TESTS

OBJECTIVE TEST NO. 1, Chapters 1-6
Analyzing principles of debit and credit and business transactions.

*PROBLEM TEST NO. 1, Chapters 1-6
Recording and posting journal entries, recording entries in a cash journal.

OBJECTIVE TEST NO. 2, Chapters 7-11
Ledger, worksheet, and financial statements.

*PROBLEM TEST NO. 2, Chapters 7-11
Preparing a worksheet, income statement, balance sheet, and closing entries.

OBJECTIVE TEST NO. 3, Chapters 12-17
Classifying accounts; adjusting and closing entries.

*PROBLEM TEST NO. 3, Chapters 12-17
Recording transactions for a merchandising business; worksheet, income statement, and closing entries.

SEMESTER EXAMINATION, Chapters 1-17
The complete accounting cycle.

NOTE: It might not be possible to recall this point by the first semester. However, parts of it may be incorporated into the first semester exam.

OBJECTIVE TEST NO. 5, Chapters 23-25
Special journals, the cash register system, and petty cash.

*PROBLEM TEST NO. 5, Chapters 23-25
Recording transactions in special journals.

*Problem tests can be divided into parts and used as several tests rather than one test.

ACCOUNTING II TESTS

OBJECTIVE TEST NO. 8, Chapters 1-3
Careers in Accounting: Basic Accounting Concepts.

*PROBLEM TEST NO. 8, Chapters 1-3

OBJECTIVE TEST NO. 9, Chapters 4-6
Partnership Accounting.

*PROBLEM TEST NO. 9, Chapters 4-6

OBJECTIVE TEST NO 10, Chapters 7-11
Specialized Accounting Clerks.

*PROBLEM TEST NO. 10, Chapters 7-11

OBJECTIVE TEST NO. 11, Chapters 12-14
Automated Accounting.

SEMESTER EXAMINATION, Chapters 1-14
Accounting Principles.

OBJECTIVE TEST NO. 12, Chapters
Corporation Accounting.

*PROBLEM TEST NO. 12, Chapters

*Problem tests can be divided into parts and used as several tests rather than one test.

PROFICIENCY REPORT

ACCOUNTING

PROFICIENCY REPORT
for

_____
Vocational Course

Student: _____

High School: _____

Vocational Center: _____

Date Training Initiated: _____
First Year Completed: _____
Second Year Initiated: _____
Second Year Completed: _____

Instructor: _____

DIRECTIONS: The purpose of the proficiency report is to communicate to the student, other instructors, or potential employers the abilities that a student has demonstrated to the instructor in vocational training. Mark each task as soon as possible after instruction or skills demonstration. If instruction is not aimed at task proficiency, or if only an orientation or introduction to the task was provided, DO NOT mark a proficiency level or mark Level 0. Levels 1-4 indicate that instruction was given and the proficiency may be interpreted as follows:

Level 0	No skill level demonstrated or proficiency training not given in the skills.
Level 1	Individual's skill level is not that generally expected for entry-level employment.
Level 2	Individual's skill level probably is that generally expected for entry-level employment, but the individual probably will need close on-the-job supervision for a while longer.
Level 3	Individual's skill level is that generally expected for entry-level employment.
Level 4	Individual's skill level is equal to that of a worker with some on-the-job experience.

For further description of the levels of proficiency, see the "Proficiency Report" section of the Policies and Procedures Guide for Articulation Between The School District of Greenville County and Greenville Technical College.

Student's Name _____

PROFICIENCY REPORT

ACCOUNTING I

TASKS

MODULE 5.0 ACCOUNTING I	Proficiency Level 0	Level 1	Level 2	Level 3	Level 4	Date Completed	Instructor's Initials
TASK 5.01 Opened Accounting System on New Business							
5.02 Accurately Applied Debit and Credit Principles							
5.03 Journalized and Posted Business Transactions with 100% Accuracy							
5.04 Prepared a Trial Balance with 100% Accuracy							
5.05 Completed End-of-Fiscal Period Work with 100% Accuracy							
5.06 Closed the Ledger, 100% Accuracy							
5.07 Journalized Transactions for Merchandising Business in Combination Journal with 100% Accuracy in Calculations							
5.08 Prepared Schedule of Accounts Receivable with 100% Accuracy							
5.09 Prepared a Schedule of Accounts Payable with 100% Accuracy in Calculations							
5.10 Identified the Four Types of Endorsements							
5.11 Accurately Wrote Checks							
5.12 100% Accuracy in Making Bank Deposits							
5.13 Reconciled a Bank Statement							
5.14 Completed Accounting Cycle Simulation #1							
5.15 Prepared Income Statements with 100% Accuracy in Mathematical Computations							
5.16 Prepared Capital Statements with 100% Accuracy in Calculations							
5.17 Prepared Report from Balance Sheet							
5.18 Completed an Accounting Cycle Simulation #2							
5.19 Prepared Accounting Data for Computer Processing							
5.20 Prepared Reconciliation Correction Sheets for Changes to Computer-generated Reports							
5.21 Ability to Recognize Computer Concepts							
5.22 Correctly Identified, Spelled, and Defined Basic Data Processing Terminology							

Student's Name _____

PROFICIENCY REPORT

ACCOUNTING I

TASKS

	Proficiency Level 0	Level 1	Level 2	Level 3	Level 4	Date Completed	Instructor's Initials
MODULE 5.0 ACCOUNTING I							
TASK 5.23 Prepared Payroll Records with 100% Accuracy in Computation and Correct Sequence of Steps							
5.24 Prepared State Unemployment Tax Returns							
5.25 Prepared Employer's Annual Reconciliation Reports of Income Tax Withheld (Form W-3)							
5.26 Prepared Employer's Quarterly Federal Tax Returns (Form 941)							
5.27 Prepared Federal Tax Deposits, 100% Accuracy on Numerical Data, in Compliance with Law							
5.28 Journalized Entries in Purchases, Cash Payment, and General Four-column Journal							
5.29 Journalized Entries in Sales, Cash Receipts, and Four-column Journal							
5.30 Maintained Petty Cash Account, 100% Accuracy							

Comments:

Instructor's Signature: _____

PROFICIENCY REPORT
for

_____
Vocational Course

Student: _____

High School: _____

Vocational Center: _____

Date Training Initiated: _____
First Year Completed: _____
Second Year Initiated: _____
Second Year Completed: _____

Instructor: _____

DIRECTIONS: The purpose of the proficiency report is to communicate to the student, other instructors, or potential employers the abilities that a student has demonstrated to the instructor in vocational training. Mark each task as soon as possible after instruction or skills demonstration. If instruction is not aimed at task proficiency, or if only an orientation or introduction to the task was provided, DO NOT mark a proficiency level or mark Level 0. Levels 1-4 indicate that instruction was given and the proficiency may be interpreted as follows:

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Level 3	Individual's skill level is that generally expected for entry-level employment.
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For further description of the levels of proficiency, see the "Proficiency Report" section of the Policies and Procedures Guide for Articulation Between The School District of Greenville County and Greenville Technical College.

Student's Name _____

PROFICIENCY REPORT

ACCOUNTING II

TASKS

		Proficiency Level 0	Level 1	Level 2	Level 3	Level 4	Date Completed	Instructor's Initials
MODULE 6.0	ACCOUNTING II							
TASK	6.01 Careers in Accounting Profession							
	6.02 Review of Accounting Cycle							
	6.03 Wrote off Uncollectible Accounts - Direct Method							
	6.04 Estimated Bad Debts by Aging Accounts Receivable							
	6.05 Journalized Transactions Affecting Allowance for Uncollectible Accounts							
	6.06 Figured Depreciation Using Three Common Methods							
	6.07 Recorded Entries for Depreciation Expenses and Disposing of Plant Assets							
	6.08 Recorded Accounting Entries Pertaining to Notes and Interest							
	6.09 Computed Accrued Income with no Mathematical Errors							
	6.10 Recorded Entries Pertaining to Accrued Interest							
	6.11 Accounting Procedures for a Partnership							
	6.12 Completed Business Simulation - Partnership 2 Months Exercise, 100% Accuracy in Calculations							
	6.13 Journalized and Posted Departmental Purchases and Cash Payments							
	6.14 Journalized and Posted Departmental Sales and Cash Receipts							
	6.15 Used Accounting for Inventory Control, Prepared Interim Statement of Gross Profit							
	6.16 Recorded Accounting Entries Pertaining to Employee's Payroll							
	6.17 Recorded Entries Pertaining to Employer's Payroll Tax							
	6.18 Recorded Transactions in a Voucher Register and Check Register							
	6.19 Recorded Transactions for an Automated Accounting System							
	6.20 Calculated Dividends, Distributed Net Income or Loss, and Prepared Financial Statements of a Corporation							
	6.21 Completed Two Monthly Fiscal Periods of Accounting for a Corporation - Simulation							

Comments:

Instructor's Signature: _____

RECOMMENDED EQUIPMENT LIST

ACCOUNTING

One adding machine or calculator for every three students (desirable).
Overhead projector (available).
Filmstrip projector and screen (available).
Cassette tape player (available).
One typewriter for every three students (desirable).

REFERENCES

ACCOUNTING

TEXTBOOKS

Brock, Horace R.; Palmer, Charles E.; Archer, Fred C.; and Binnion, John E. College Accounting For Secretaries, New York: McGraw-Hill Book Company, 1971. (Units 1-11)

Freeman, Herbert M.; Hanna, Marshall J.; and Kahn, Gilbert. Accounting 10/12, New York: Gregg Division, McGraw-Hill Book Company, 1968.

Swanson, Robert M.; Boynton, Lewis D.; Ross, Kenton E.; and Hanson, Robert D. Century 21 Accounting, First-Year Course, Second Edition, Cincinnati: South-Western Publishing Co., 1977.

Swanson, Robert M.; Boynton, Lewis D.; Ross, Kenton E.; and Hanson, Robert D. Century 21 Accounting, Advanced Course, Second Edition, Cincinnati: South-Western Publishing Co., 1978.

Swanson, Robert M.; Boynton, Lewis D.; Ross, Kenton E.; and Hanson, Robert D. Century 21 Accounting, Second Edition, Teacher's Reference Guide, First-Year Course, Second Edition, Cincinnati: South-Western Publishing Co., 1977.

REFERENCES

A Catalog of Performance Objectives, Criterion-Reference Measures and Performance Guides for Bookkeeping/Accounting/Payroll Clerk (V-TEC), Montgomery, AL: State of Alabama Department of Education, Division of Vocational Education, 1978.

Bookkeeping Modules, Clemson University: Vocational Education Media Center (SC State Department of Education, Office of Vocational Education, Office Occupations Education), 1977.

The following modules are sources:

"Posting to Cash Record Book from Cash Proof Forms, VII A"
"Inspecting Material Received for Completeness, VII B"
"Posting Directly to Subsidiary Ledgers from Invoices, Credit Memos, and Checks, VII C"
"Computing Balance Column Amount in Ledger Accounts, VII D"
"Posting (Transferring) Entries from Journals to Ledgers, VII E"
"Processing Accounts Payable Invoices, VII F"
"Prepare Vouchers & Pay Vouchers, VII G"
"Computing Gross Pay from Punched Time Cards, VII I"
"Preparing Payroll Register, Employee Earnings' Records and Paychecks, VII J"
"Preparation of Federal and State Tax Deposits, VII K"
"Preparation of Employer's Quarterly Federal Tax Returns, VII L"
"Preparation of State Unemployment Tax Return, VII M"
"Petty Cash, VII N"

The modules contain instructor's and student's manuals and support materials, such as blank accounting forms, overhead transparencies, and slides and tapes, for performance objectives outlined in V-TEC Catalogs. The modules are recommended as resource material and are suitable for individualized instruction.

Business and Office Education Office, Draft - Accounting (1981 draft of objectives developed at the state level), Columbia, SC: SC State Department of Education (Office of Vocational Education), unpublished, (1981).